

**PD-22 (rev. 17), “General Rules of Conduct and Disciplinary Action Guidelines for Employees”  
Summary of Revisions**

- Updated notice of employee hearing from 24 hours to 48 hours throughout the directive.
- Added BP-01.03, “Delegation of Authority to Manage the Texas Department of Criminal Justice” to the Authority section.
- Added the Texas Board of Criminal Justice to the Applicability section.
- Section VII.D.1.a: Added a requirement for an employee to notify their supervisor within 24 hours of notification of the new date and time when an employee hearing is rescheduled.
- Section VII.D.2.a and b: Clarified procedures for when an employee fails or refuses to sign the PERS 185, Reprimand Form.
- Section XI.A: Added language that if a disciplinary action is imposed on a Friday, Saturday, Sunday, or holiday, the information shall be entered on the next business day.
- Disciplinary Action Revisions:

Level Two Violations (Attachment A, Attachment C):

No. 25f.\* – Administrative or Procedural Violation of a Security Nature Relating to Use of Force; revised to a Level Four violation and combined with 25h\* - Technical Violation Relating to Use of Force.

Level Three Violations (Attachment A, Attachment D):

The following Level Three violations are revised to Level Four violations:

No. 2 – Unexcused Absenteeism – One Hour or More

No. 51 – Failure to Report Use of Certain Prescription Drugs

Changed Level Three violations to drop off an employee’s record after one year

Level Four Violations (Attachment A, Attachment E):

The following Level Four violations are revised to non-subsequent violations with no enhancements:

No. 1 – Tardiness - Less than One Hour

No. 28 – Improper or Untidy Uniforms

No. 52 – Failure to Provide Contact Information

The following Level Four violations are revised to a subsequent violation if within six months prior to date of discipline (Section IX.G):

No. 7 – Substandard Duty Performance

No. 8 – Failure to Follow Proper Safety Procedures

No. 12 – Unauthorized Sales or Solicitations of state Premises

No. 25h\* – Technical Violation Relating to Use of Force

No. 37 – Misconduct

- Grammatical and formatting updates were made.